



**LOS ANGELES COUNTY • DEPARTMENT OF HEALTH SERVICES  
EMERGENCY MEDICAL SERVICES AGENCY**

10100 Pioneer Boulevard, Suite 200  
(562) 347-1500

**THE LOS ANGELES COUNTY PARAMEDIC TRAINING INSTITUTE  
IS RECRUITING FOR THE PROGRAM DIRECTOR POSITION  
POSITION SUMMARY**

**SALARY RANGE:**

**Salary:** \$7869.50 - \$11911.12 Monthly

**Job Type:** Full-Time, Flexible 4/40 work week

**Benefits:** Cafeteria Plan; 10 Vacation and 11 Paid Holidays Annually

**Final Filing Date:** Continuous, application must be filed online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25082&siteid=5045&jobid=142545>

**DEFINITION:**

This position is responsible for the overall oversight and coordination of all the administrative and operational activities of the Los Angeles County Paramedic Training Institute.

**ESSENTIAL JOB FUNCTIONS:**

- Establish and maintain written agreements with affiliated community college, hospitals for clinical experience and EMS provider agencies for field internship
- Develop, revise and implement didactic and skills laboratory training
- Orientation and development of teaching staff
- Develop mandatory continuing education programs for currently licensed and certified paramedics and EMTs
- Responsible for the continuous quality review and improvement of the educational program
- Responsible for long range planning and ongoing development of the training program
- Responsible for the cooperative involvement with the medical director
- Develop and provide Mobile Intensive Care Nurse (MICN) Development Courses
- Provide required recertification courses for DHS' Ambulance Services
- Familiarity with all aspects of prehospital care including knowledge of all applicable statutes and regulations
- Follow up/investigate/research/respond to problems or complaints from hospitals and provider agencies
- Develop, review and revise prehospital care policies as assigned
- Attend and assist with staff duties on standing EMS committees



**QUALIFICATIONS:**

The Program Director must:

- Possess Bachelor's Degree or higher from a regionally accredited institution of higher education
- Have medical or allied health education, training and experience
- Be knowledgeable about methods of instruction, testing and evaluation of students
- Have field experience in the delivery of out-of-hospital emergency care
- Have academic training and preparation related to emergency medical services at least equivalent to that of program graduates
- Be knowledgeable about current national curricula, national accreditation, national registration and the requirements for state certification or licensure

**CONTACT:**

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